MADCAP LINGO 10.2

Termbases
CONTENTS

CHAPTER 1
Introduction ................................................................. 5

CHAPTER 2
Creating Termbases ................................................... 7

CHAPTER 3
Adding Termbases ....................................................... 11

CHAPTER 4
Choosing a Termbase .................................................. 14

CHAPTER 5
Ranking Termbases ..................................................... 17

CHAPTER 6
Adding Concepts and Terms ......................................... 20
  Quick Add Terms Method .......................................... 21
  Termbase Editor Method ........................................... 22
  Translation Editor Method ....................................... 23
CHAPTER 7
Editing Termbases .................................................................27

CHAPTER 8
Inserting Terms from a Termbase ............................................40

CHAPTER 9
Importing Termbase Files .......................................................42

CHAPTER 10
Exporting Termbase Files .......................................................45

CHAPTER 11
Removing or Deleting Termbases ............................................47

APPENDIX
PDFs ......................................................................................49
CHAPTER 1

Introduction

In Lingo you can use concept-oriented terminology databases to make your translation work easier and quicker. Termbases allow you to create, manage, and reuse multilingual terminology from a single storage area. This system automatically displays previously translated words from your termbase during the translation process, thus improving the reliability of translations.

A termbase is more powerful than a dictionary. The idea behind a termbase is to create a database of words and phrases that you never need to translate again.

Following are the basic steps for using a termbase in Lingo:

1. **(Optional) Create Translation Memory Database** Installing a translation memory (TM) database is necessary only in order to integrate your termbase with the suggestions feature. It is not necessary to have a TM installed to complete tasks such as creating a termbase or adding words to it via the Termbase window pane. For more information see the online Help or the Lingo Translation Guide.

2. **Create Termbase** You can create as many termbases as you need. For example, you might use one termbase for Client A, a different termbase for Client B, and yet another for Client C. When you create a termbase, it can be used in any of your Lingo projects. See "Creating Termbases" on page 7.

3. **Add Termbase** Creating a termbase is different from adding a termbase. Whereas creating a termbase generates a new, empty termbase, adding a termbase takes an existing termbase on your computer or server and adds it to the list of available termbases so that you can associate it with your Lingo project. See "Adding Termbases" on page 11.

4. **Choose Termbase** You need to choose which termbases you want to use for a particular project. You can choose one or more termbases per project. See "Choosing a Termbase" on page 14.
5. **Add/Edit Concepts and Terms** After you add a termbase, you can add translated concepts and terms to it. You can also edit terms, adding advanced information about each one. See "Adding Concepts and Terms" on page 20 and "Editing Termbases" on page 27.

6. **Insert Termbase Translations** Select View > Termbase. The Termbase window pane opens by default on the right side of the interface. As you click on segments or highlight words in the Translation Editor, the Termbase window pane displays translated terms that match those words. See "Inserting Terms from a Termbase" on page 40.

**IMPORTANT:** Please note that some languages contain multiple dialects. Projects and TM databases must be mapped with the same language designations in order to be used together.

**IMPORTANT:** If you are using source control, do not include your local termbase (.litdb3) and translation memory (.db) files in your project folder. These files do not function correctly when used with source control, and can cause conflicts. Instead, you should use a server termbase or translation memory. This will allow other users to have access to the terms in the database while avoiding possible conflicts.

**NOTE:** When would you use a termbase, and when would you use TM? The two are related, but not the same thing. TM is used for quickly applying previously translated segments. Termbases are really an extra tool for making sure you are using the correct term in a translation (i.e., context). That’s why termbases let you provide additional info about each term. Also, TM is necessary in order to use a termbase and apply its suggestions, but a termbase is not necessary in order to use TM.
CHAPTER 2

Creating Termbases

You can create as many termbases as you need. For example, you might use one termbase for Client A, a different termbase for Client B, and yet another for Client C. When you create a termbase, it can be used in any of your Lingo projects.

Creating a termbase is different from adding a termbase (see "Adding Termbases" on page 11). Whereas creating a termbase generates a new, empty termbase, adding a termbase takes an existing termbase on your computer or server and adds it to the list of available termbases so that you can associate it with your Lingo project.
HOW TO CREATE A TERMBASE

1. Select the Resources ribbon. In the Termbase section, select Create Termbase.

2. From the submenu, select one of the following:
   - Local: Select this option if you want to use SQLite for a local termbase. This option opens a simple dialog that lets you give the new database a name and choose where to store it. By default, the location for SQLite databases is in Documents\Lingo Termbases on your computer. However, you can choose a different location if you like.
   - Server: Select this option if you want to use SQL Server Express for a termbase to be stored on a server. This opens a dialog with fields for the name, server, and security information related to the database.

**NOTE:** If you do not already have SQL Server Express installed and you try to install a server termbase or server translation memory, Lingo will prompt you to install SQL Server Express 2012. This version of SQL Server Express is supported on Windows 7, Windows Server 2008 R2, and Windows Server 2008 Service Pack 2. However, it is not supported on Windows 8. If necessary, you can manually install another version of SQL.

To download and install the latest version of SQL Server Express, go to:

http://www.microsoft.com/downloads/
NOTE: In order to create a server translation memory or termbase, you must have both db_datareader and db_datawriter roles, or you must have the dbcreator role. This is set in your SQL management tool.

In the following user mapping image, the user has both db_datareader and db_datawriter selected:
For a server termbase, in the **Name of new database** field, type a name for the termbase. Next to the **Database server** field, click ![ ] The Connect to SQL Server dialog opens, displaying a list of usable servers after Lingo scans your network. In the **Connection timeout** field, you can adjust the number of seconds to allow a connection to the server to be successful. In the **Authentication** section, you can use Windows Integrated Security (the default), or you can enter a specific user name and password for the server (if necessary). If you elect to use Windows Integrated Security, leave the user name and password fields blank. Otherwise, if your server requires specific credentials, enter them in the fields provided.

3. After completing the fields in the appropriate dialog, click **OK**.
Adding Termbases

Adding a termbase is different from creating a termbase (see "Creating Termbases" on page 7). Whereas creating a termbase generates a new, empty termbase, adding a termbase takes a termbase that already exists on your computer, network, or server and adds it to the list of available termbases in Lingo so that you can associate it with your Lingo project. This is useful if you had removed a termbase from the list of available termbases, but and need to use it again.
HOW TO ADD A TERMBASE

1. Select the Resources ribbon. In the Termbase section, select Choose Termbase.
   The Manage Termbases dialog opens.

2. In the local toolbar, click Add.

3. From the submenu, select one of the following:
   - **Local** Select this option if you want to select a termbase that resides on your computer or network. Next to the Select existing Termbase field, click Browse. A dialog opens where you can locate the termbase. Click Open.
   - **Server** Select this option if you want to use a termbase that resides on your SQL Server. This opens a dialog with fields for the name, server, and security information related to the database.

   **NOTE:** If you do not already have SQL Server Express installed and you try to install a server termbase or server translation memory, Lingo will prompt you to install SQL Server Express 2012. This version of SQL Server Express is supported on Windows 7, Windows Server 2008 R2, and Windows Server 2008 Service Pack 2. However, it is not supported on Windows 8. If necessary, you can manually install another version of SQL.

   To download and install the latest version of SQL Server Express, go to:
   

   For a server termbase, locate the termbase you want to use on the server. Next to the Termbase server field, click Browse. The Select Database dialog opens, displaying a list of usable servers after Lingo scans your network. On the right side of the dialog, available databases display. Select the database you want to use, then click OK. The name of the database appears in the Termbase name field. In the Authentication section, you can use Windows Integrated Security (the default), or you can enter a specific user name and password for the server (if necessary). If you elect to use Windows Integrated Security, leave the user name and password fields blank. Otherwise, if your server requires specific credentials, enter them in the fields provided. If you want to create a new server termbase instead of using an existing termbase, click Create New Server Termbase. See "Creating Termbases" on page 7.

4. After completing the fields in the appropriate dialog, click OK.
5. (Optional) If you want to select a termbase from the list of termbases already added to Lingo, select the **Use** check box next to the termbase you want to add to your project.

6. (Optional) Select a rank for each enabled termbase. From the **Rank** drop-down, select a numeric value for each enabled termabse, where 1 is the preferred termbase. You do not have to select a value; unrated termbases will take lowest priority.

**NOTE**: You can only rank enabled termbases. The Rank drop-down is disabled if a termbase is not selected for the project.
Choosing a Termbase

You need to choose which termbases you want to use for a particular project. You can choose one or more termbases per project.

HOW TO CHOOSE A TERMBASE

1. Make sure you have created at least one termbase (see "Creating Termbases" on page 7) and added it (if necessary) so that it is available for selection in the project (see "Adding Termbases" on page 11).

2. Select the Resources ribbon. In the Termbase section select Choose Termbase.
   The Manage Termbases dialog opens.

3. Next to each termbase in the grid that you want to associate with the project, click Use.

In this example, five termbases have already been created. Therefore, they all display in this grid so that you can quickly choose one or more to use in the project.

Click the check box next to each TM you want to use in the project.
4. (Optional) Select a rank for each enabled termbase. From the **Rank** drop-down, select a numeric value for each enabled termbase, where 1 is the preferred termbase. You do not have to select a value; unranked termbases will take lowest priority. See "Ranking Termbases" on page 17.

   **NOTE:** You can only rank enabled termbases. The **Rank** drop-down is disabled if a termbase is not selected for the project.

5. (Optional) In the grid listing termbases, there is a drop-down field to specify the access rights for each database. There are options for Read & Write, as well as for Read Only. By default all termbases are set to Read & Write, which means they can be altered once they are loaded into the Lingo project. However, you can change any of the termbases to Read Only access if you want. In order to switch to Read Only access, the Use check box must first be selected for that termbase.

   **EXAMPLE**

   Let's say you are connecting your new Lingo project to four different termbases, like this:

   ![Termbase Access Example](image)
You want to see terms and definitions from all of the termbases. However, when you add new terms to the termbase, let’s say you only want to upload them to the termbase called "LocalTB4." Therefore, even though the Lingo project will be connected to all four termbases, three of them should be set as Read Only, and LocalTB4 should be set to Read & Write.

**NOTE:** You can only specify access rights for enabled termbases. The Access dropdown is disabled if a termbase is not selected for the project.

6. Click **OK**.

**NOTE:** You can also choose a termbase when creating a new project.
CHAPTER 5

Ranking Termbases

If you use multiple termbases, you can assign them rankings to specify which database should take priority in termbase suggestions. You can set these priority rankings when creating a new project or by using the Manage Termbases dialog (Resources > Choose Termbase).

When you use a ranked termbase, terms from the highest-ranked termbase are given priority in the Termbase window pane. You can still view terms from other termbases in the top half of the pane.

HOW TO RANK A TERMBASE

1. Make sure you have created at least one termbase. See "Creating Termbases" on page 7.
2. Select the Resources ribbon. In the Translation Memory section select Choose Termbase. The Manage Termbases dialog opens.
3. Next to each termbase in the grid that you want to associate with the project, click Use.
4. From the Rank drop-down, select a numeric ranking for each enabled termbase, where 1 is the preferred termbase. You do not have to select a value; unranked termbases will take lowest priority.

   NOTE: You can only rank enabled termbases. The Rank drop-down is disabled if a termbase is not selected for the project.

   NOTE: You cannot assign the same rank to more than one termbase.

5. Click OK.
EXAMPLE

You can rank each enabled termbase.

**Termbases that are not used are not ranked.**

**The "Motorcycle" termbase has the highest ranking.**
The results from the highest-ranked termbase are given priority in the Termbase window pane.

There are three different termbase results for the word "motorcycle."

The term that appears in the lower half of the Termbase pane is from the highest-ranked termbase.

You can see all of the available terms at the top of the pane. Hover over a term to see which termbase it is from.
Adding Concepts and Terms

After you associate a termbase with your project, you can add translated concepts and terms to it. A concept is a group of related terms in different languages. You can do this in various ways.

This chapter discusses the following:

- Quick Add Terms Method .......................................................... 21
- Termbase Editor Method ............................................................ 22
- Translation Editor Method .......................................................... 23
Quick Add Terms Method

You can add many different terms at the same time to a termbase. For example, you might need to add a list of corporate terms from an email. The obvious advantage of this method is that you can quickly add lots of different terms. In addition, you do not need to have any files open for translation at the same time. When you do this, the terms are added as new concept rows in the Termbase Editor.

HOW TO ADD CONCEPTS AND TERMS VIA THE QUICK ADD TERMS METHOD

1. Select View > Termbase. The Termbase window pane opens.
2. In the local toolbar, click The Batch Add Terms to Termbases dialog opens.
3. In the Language 1 field, select the first language.
4. In the Language 2 field, select a second language.
5. In the first row click in the Original cell and type the term in the first language and press Enter on your keyboard.
6. In the first row click in the Translation cell and type the term in the second language and press Enter on your keyboard.
7. In the next row repeat steps 5 and 6. Do this until you've added all the terms you need.
8. Click OK. The concepts and terms are added to any termbases that are associated with the project. The next time you reopen the Termbase Editor, you will see the concept rows you added, and you can add variations of those terms and additional details for them.

NOTE: You can also use the "Quick Add Terms" option by clicking in the local toolbar of the Termbase Editor.
Termbase Editor Method

In the Termbase Editor you can add one concept row at a time to a termbase. The advantage of this method is that, for each concept row you enter, you can also add variations of the term and more detailed information (e.g., source, definition, related term, context sentence, usage). In addition, you do not need to have any files open for translation at the same time.

HOW TO ADD CONCEPTS AND TERMS VIA THE TERMBASE EDITOR

1. Select the Resources ribbon. In the Termbase section, select Edit Termbase.
2. From the submenu, select the termbase you want to edit.
3. In the local toolbar, click The Add Term to Termbase dialog opens.
4. In the top field, select a language and type the term.
5. In the next field, select a second language and type the term.
6. Click OK. The new concept row is added to the grid in the editor.
7. In the lower-left area of the Termbase Editor, you can click the plus tab to add the term in another language. You can also click to add variations of the term.
8. Click to save your work.
Translation Editor Method

In the Translation Editor you can add either one term at a time or multiple terms at once to a term-base. The advantage of this method is that you can quickly add terms as you are translating segments for a file. When you do this, the terms are added as new concept rows in the Termbase Editor.

HOW TO ADD TERMS VIA THE TRANSLATION EDITOR

1. Open a file.

2. In the Translation Editor, highlight a term in a segment (source or target) that you want to add to the termbase.

3. Do one of the following:
   - Right-click in the field and select Add New Term.
   - OR
   - In the local toolbar click [image].

   The Add Term to Termbase dialog opens. The term that you highlighted is also highlighted in the corresponding field in this dialog.

4. In the other field, highlight or type the corresponding term.

5. (Optional) If you want to add metadata to the term, click Advanced. The Add Term to Termbase dialog expands to display additional drop-downs and fields where you can add additional information to the term.

   To return to the basic editor, click Basic.
<table>
<thead>
<tr>
<th>Part of Speech</th>
<th>You can click in this drop-down and select the part of speech for the term in each row.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>Adjective, verb, noun, and so on.</td>
</tr>
<tr>
<td>Term Type</td>
<td>You can click in this drop-down and select an option to describe what type of term it is.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>Abbreviation, phrase, variant, and so on.</td>
</tr>
<tr>
<td>Gender</td>
<td>You can click in this drop-down and select the appropriate gender for the term in each row.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>Feminine, masculine, neuter.</td>
</tr>
<tr>
<td>Usage</td>
<td>You can click in this drop-down and select an option that lets you recommend the use of the term or prevent its incorrect use.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>Not recommended, preferred, obsolete, and so on.</td>
</tr>
<tr>
<td>Location</td>
<td>You can click in this drop-down and select a user interface location where someone would see the term.</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>Check box, menu item, tab, and so on.</td>
</tr>
<tr>
<td>Geographical</td>
<td>You can enter the geographical area where the term is used.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>You might enter &quot;North America&quot; or &quot;Africa.&quot;</td>
</tr>
<tr>
<td>Project</td>
<td>If you are working on multiple projects for a client, you can enter the appropriate one in this field. Each project might have many unique terms associated with it. By default, this field displays the name of the Lingo project.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>You might enter &quot;Spanish Translation Project&quot; or &quot;Project for Marketing Department.&quot;</td>
</tr>
<tr>
<td>Source</td>
<td>You can enter the source of the term.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>Let’s say you are working for a client and one of the employees is named Bob Smith. If Bob told you to use this particular term, you might enter his name in this field.</td>
</tr>
<tr>
<td><strong>Customer</strong></td>
<td>If this term is used by specific customer, you can add the name of that customer.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>EXAMPLE</strong></td>
<td>You might enter &quot;Harley Davidson.&quot;</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td>Enter a definition for the term.</td>
</tr>
<tr>
<td><strong>EXAMPLE</strong></td>
<td>If the term is &quot;motorcycle,&quot; you might enter &quot;A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers.&quot;</td>
</tr>
<tr>
<td><strong>Metadata Applies To...</strong></td>
<td>Select whether you want to apply the metadata to the source and target term (default), only the target term, or only the source term.</td>
</tr>
</tbody>
</table>

6. Click **OK**. The new concept row is added to the grid in the Termbase Editor.

7. Click **Save** to save your work.
Editing Termbases

You can edit the words in a termbase. Not only that, but you can also add much more detailed information about each term (e.g., source, description, related term, context sentence, usage). That way, whenever you are using the termbase to perform translation work, you can refer to this extra information if necessary.
HOW TO EDIT A TERMBASE

1. Select the **Resources** ribbon. In the **Termbase** section, select **Edit Termbase**.

2. From the submenu, select the termbase you want to edit. The Termbase Editor opens. The editor is split into multiple sections.
3. Use the different sections to add and edit concepts (i.e., rows in the grid), terms, and as much information about each that you want.

**FILTER**

When you use the Filter field, the list shortens accordingly to show only the terms that match the search criteria.

⭐ **EXAMPLE**

Lets say you have a termbase that looks like this:

![Image of termbase editor with filter example]

You want to see only the rows containing the word "Motorcycle." So you type that term into the **Filter** field and click ...

![Image of termbase editor with filter applied]

...click this button.
The grid changes to show only the row that contains that word.

When you are finished, you click to empty the Filter field and return the grid to its previous list.
CONCEPT/LANGUAGE GRID

The grid shows all of the terms and their corresponding languages in the termbase. Each cell may contain multiple terms. And the entire row of terms and languages is called a "concept."

![Image of a grid showing terms and languages in multiple columns]

**NOTE:** The idea of a concept in a termbase should not be confused with the concept files that you may import from Flare project.
TERM AND LANGUAGE INFORMATION

The lower-left corner of the Termbase Editor displays information about the terms from the selected row in the grid above.

This concept (i.e., row of terms) is selected in the grid. Therefore, the sections and fields in the bottom part of the editor are populated accordingly.
There is a tab for each language with the term. The information in that tab is unique to that term in that language.

In this example, the English tab is selected. Therefore, the fields in this section are all related to that language.

You can click one of the other tabs to see different information for the terms in those languages.
You can add a new term by clicking the plus tab. You can remove a term by selecting it and clicking the minus tab. And you can add a term in a new language by clicking the plus tab.

<table>
<thead>
<tr>
<th>Localized Definition</th>
<th>You can enter the definition of the term for the specified language.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usage</td>
<td>You can click in this drop-down and select an option that lets you recommend the use of the term or prevent its incorrect use.</td>
</tr>
<tr>
<td>Example</td>
<td>Not recommended, preferred, obsolete, and so on.</td>
</tr>
<tr>
<td>Context</td>
<td>You can enter an example sentence of the term.</td>
</tr>
<tr>
<td>Example</td>
<td>If the term is &quot;motorcycle,&quot; you might enter &quot;My motorcycle is very fast.&quot;</td>
</tr>
<tr>
<td>Grammar</td>
<td>You can indicate grammar information for the term.</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td><strong>GENDER</strong></td>
<td>You can click in this drop-down and select the appropriate gender for the term in each row.</td>
</tr>
<tr>
<td></td>
<td><img src="https://via.placeholder.com/150" alt="EXAMPLE" /> Feminine, masculine, neuter.</td>
</tr>
<tr>
<td><strong>TYPE</strong></td>
<td>You can click in this drop-down and select an option to describe what type of term it is.</td>
</tr>
<tr>
<td></td>
<td><img src="https://via.placeholder.com/150" alt="EXAMPLE" /> Abbreviation, phrase, variant, and so on.</td>
</tr>
<tr>
<td><strong>LOCATION</strong></td>
<td>You can click in this drop-down and select a user interface location where someone would see the term.</td>
</tr>
<tr>
<td></td>
<td><img src="https://via.placeholder.com/150" alt="EXAMPLE" /> Check box, menu item, tab, and so on.</td>
</tr>
<tr>
<td>Customer</td>
<td>If this term is used by specific customer, you can add the name of that customer.</td>
</tr>
<tr>
<td></td>
<td><img src="https://via.placeholder.com/150" alt="EXAMPLE" /> You might enter &quot;Harley Davidson.&quot;</td>
</tr>
<tr>
<td>Project</td>
<td>If you are working on multiple projects for a client, you can enter the appropriate one in this field. Each project might have many unique terms associated with it.</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Term Source</td>
<td>You can enter the source of the term.</td>
</tr>
<tr>
<td>✪  EXAMPLE</td>
<td>Let’s say you are working for a client and one of the employees is named Bob Smith. If Bob told you to use this particular term, you might enter his name in this field.</td>
</tr>
<tr>
<td>Geographical</td>
<td>You can enter the geographical area where the term is used.</td>
</tr>
<tr>
<td>✪  EXAMPLE</td>
<td>You might enter “North America” or “Africa.”</td>
</tr>
</tbody>
</table>
CONCEPT INFORMATION

The lower-right corner of the Termbase Editor displays information about the concept (i.e., row of terms) selected in the grid above. The information in that tab is shared for all terms and languages in that concept.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Enter the subject of the concept (term).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>If the term is &quot;motorcycle,&quot; the subject might be something like &quot;Vehicles,&quot; or something else related to motorcycles.</td>
</tr>
<tr>
<td>Source</td>
<td>Enter the source of the term.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>The source could be a dictionary, Wikipedia, a project name, a manual, or something else.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a definition for the term.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>If the term is &quot;motorcycle,&quot; you might enter &quot;A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers.&quot;</td>
</tr>
<tr>
<td>Grammar</td>
<td>You can indicate grammar information for the concept.</td>
</tr>
<tr>
<td></td>
<td>PART OF SPEECH</td>
</tr>
<tr>
<td></td>
<td>You can click in this drop-down and select the part of speech for the term in each row.</td>
</tr>
<tr>
<td></td>
<td>EXAMPLE</td>
</tr>
<tr>
<td></td>
<td>Adjective, verb, noun, and so on.</td>
</tr>
<tr>
<td><strong>External Reference</strong></td>
<td>You can specify an external file with more information about the term (e.g., a website containing an online termbase). In the first field, you can enter the display text (e.g., you might enter &quot;click here,&quot; which is used to display the online termbase). In the second field, you can enter the path to the external file (e.g., <a href="http://www.mycompanywebsite.com/myonlinetermbase.htm">http://www.mycompanywebsite.com/myonlinetermbase.htm</a>).</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Image</strong></td>
<td>You can load an image file related to the term. In the first field, you can enter the display text (e.g., you might enter &quot;click here,&quot; which is used to display the image). You can click the Browse button to select the path to the image file (e.g., <a href="http://www.mycompanywebsite.com/motorcycle.jpeg">http://www.mycompanywebsite.com/motorcycle.jpeg</a>).</td>
</tr>
<tr>
<td><strong>Related Concept</strong></td>
<td>You can select another concept in the Termbase that is related to the current one.</td>
</tr>
</tbody>
</table>

> **EXAMPLE**

If the term is "motorcycle," you might select "engine," "motor," "transportation," and so on.

4. Click 📊 to save your work.
CHAPTER 8

Inserting Terms from a Termbase

After you create a termbase and add terms to it, you can insert those terms into your translation content. You can do this by double-clicking the translated term in the Termbase window pane.

HOW TO INSERT TERMS FROM A TERMBASE

1. Make sure you have created a termbase and added terms to it. See "Creating Termbases" on page 7 and "Adding Concepts and Terms" on page 20.

2. Select View > Termbase.
   The Termbase window pane opens.

3. Open a file to translate content.

4. In the Translation Editor, click on a segment you want to translate or highlight a word in a segment. If any words in that segment are also found in a termbase, they are displayed in the Termbase window pane, with their corresponding translations.

   NOTE: When you use a ranked termbase, terms from the highest-ranked termbase are given priority in the Termbase window pane. You can still view terms from other termbases in the top half of the pane.

5. In the Termbase window pane, double-click the translated term. The translated term replaces the highlighted word in the editor.
6. After the segment is completely translated, press **Enter** on your keyboard. The translation is confirmed and focus moves to the next cell. After a segment is translated and confirmed, a checkmark appears in the **Status** column.

7. Click ![save](image) to save your work.
Importing Termbase Files

If you have created a termbase in Lingo, you can import terms into it. You can import terms from TermBase eXchange (TBX), comma-separated value (CSV), or Microsoft Excel (XLS or XLSX) files.

- **TBX** TBX is an open, XML-based standard used for exchanging structured terminological data. It has been approved as an international standard by the Localization Industry Standards Association (LISA) and the International Organization for Standardization (ISO). One difference between a TBX file and a Translation Memory eXchange (TMX) file is that a TBX file handles multiple languages, whereas a TMX file handles only two languages.

- **CSV** CSV is a plain text file format that uses line breaks to separate characters. It is supported by common applications such as Microsoft Excel. While a TermBase eXchange (TBX) file is the standard for compiling termbases, you can use a program like Excel to build and maintain your termbase, and then import it to Lingo using CSV.

- **XLS or XLSX** XLS and XLSX are spreadsheet files supported by Microsoft Excel. While a TermBase eXchange (TBX) file is the standard for compiling termbases, you can use a program like Excel to build and maintain your termbase, and then import it to Lingo using XLS or XLSX.
HOW TO IMPORT TERMBASE FILES

1. Select the Resources ribbon. In the TBX section, select Import Termbase.
   The Import Termbase File dialog opens.

2. Next to the Termbase File field, click . The Select TBX file to import dialog opens, where you can locate the TBX, CSV, or Excel file.

3. Select the file and click Open.

4. From the Destination Termbase drop-down, select the termbase to which you want to import the fields in the TBX, CSV, or Excel file.

5. Click Start Import.
   If you are importing a CSV or Excel file, the Column Mapping dialog opens.

HOW TO SET COLUMN MAPS

1. From the Term Property drop-down, select the metadata you want to assign to the values in each column.
2. From the Reference drop-down, select the language to associate with each column.

3. (Optional) If you want to use the first row of the spreadsheet as headers in your termbase, select **Use first row as column headers**.

4. Click **OK**.

**NOTE:** Lingo supports TBX-Basic files (not the Full version).
Exporting Termbase Files

If you have created a termbase in Lingo, you can export it to a TermBase eXchange (TBX) file. TBX is an open, XML-based standard used for exchanging structured terminological data. It has been approved as an international standard by the Localization Industry Standards Association (LISA) and the International Organization for Standardization (ISO). One difference between a TBX file and a Translation Memory eXchange (TMX) file is that a TBX file handles multiple languages, whereas a TMX file handles only two languages.
HOW TO EXPORT TBX FILES—RECOMMENDED

1. Select the Resources ribbon. In the TBX section, select Export Termbase.
   The Export to TBX File dialog opens.
2. From the Termbase to export drop-down, select the termbase you want to export to a TBX file.
3. Next to the TBX File field, click . The Choose file to export to dialog opens, where you can locate an existing TBX file you want to overwrite, or enter a name for a new TBX file.
4. Click Save.
5. Click Start Export.
6. Click OK.

HOW TO EXPORT TBX FILES—ALTERNATE

1. Select the Resources ribbon. In the Termbase section, select Choose Termbase.
   The Manage Termbases dialog opens.
2. Click Export. The Export to TBX dialog opens.
3. From the Termbase to export drop-down, select the termbase you want to export to a TBX file.
4. Next to the TBX File field, click . The Choose file to export to dialog opens, where you can locate an existing TBX file you want to overwrite, or enter a name for a new TBX file.
5. Click Save.
6. Click Start Export.
7. Click OK.

NOTE: Lingo supports TBX-Basic files (not the Full version).
Removing or Deleting Termbases

If you are no longer using a termbase, you can remove it.

If you no longer need a termbase or the data in the termbase, you can delete it.

**IMPORTANT:** Be careful when deleting a termbase. Deleting a termbase permanently removes the termbase from the list and deletes all data from the termbase file.

If you want to keep the data in your termbase file, you should instead remove the termbase, which only hides it from the list in your project. You can add the termbase—and its data—back to Lingo later if you need to use it again.
HOW TO REMOVE A TERMBASE

1. Select the Resources ribbon. In the Termbase section, select Choose Termbase.
   The Manage Termbases dialog opens.
2. Select the termbase that you want to remove.
3. Click Remove.

HOW TO DELETE A TERMBASE

1. Select the Resources ribbon. In the Termbase section, select Choose Termbase.
   The Manage Termbases dialog opens.
2. Select the termbase that you want to delete.
3. Click Delete.
APPENDIX

PDFs

The following PDFs are available for download from the online Help.

- Alignment Guide
- Getting Started Guide
- Key Features Guide
- Shortcuts Guide
- Source Control Guide: Git
- Source Control Guide: Perforce
- Source Control Guide: Subversion
- Source Control Guide: Team Foundation Server
- Termbases Guide
- Touring the Workspace Guide
- Translation Guide
- What’s New Guide